



# City of Lawrenceburg

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The City of Lawrenceburg will be accepting applications from qualified local businesses to be the City of Lawrenceburg Health Insurance Agent. Basic requirements are:

1. Applicant must be a licensed health insurance agent and Blue Cross/Blue Shield health insurance affiliate with a minimum of 5 years experience with BC/BS.
2. Must maintain an insurance office within the city limits of Lawrenceburg, TN.
3. Applicant must be knowledgeable and experienced in regard to governmental group health laws, regulations, issues, policies, and plans.
4. Applicant must be knowledgeable of Health Reimbursement Accounts.
5. Applicant will be required to conduct open enrollment each year, assist with education of benefits to employees and assist employees and retirees with their health insurance needs.
6. Applicant must have a minimum \$1,000,000 E&O Policy.
7. Only 1 application per agency will be accepted.
8. Submit with your application a general outline of your related experience and why you feel the best qualified to assist the City in this matter.

Agent will be chosen by a random drawing, of qualified applicants, conducted at the City Administration Building on October 12<sup>th</sup>, 2011, at 10:00 AM. The winning applicant must agree to a list of terms designated by the City. To apply for this responsibility, please submit a letter of qualifications and intent to the City Administrator at the City Administration Building at 233 West Gaines Street, NBU # 4, Lawrenceburg, TN, 38464, no later than 4:30 PM on October 11, 2011.